TITLE: ACCOUNTING TECHNICIAN

**DEFINITION:** Under general supervision, performs difficult and technical paraprofessional accounting work.

## **EXAMPLES OF DUTIES:**

- Sets up and maintains prescribed general and special ledger accounts, journals, registers, and accounting records;
- Prepares journal vouchers;
- Examines, reconciles, codes, and posts data;
- Applies prescribed measures of internal control;
- Balances accounts and makes adjusting and closing entries;
- Prepares and analyzes schedules, statements, and reports, the scope and format of which are prescribed by accountants;
- Computes and distributes labor, material, and overhead costs;
- Inputs data into computerized financial system;
- Closes a full set of books and prepares financial statements;
- Performs specialized accounting analyses;
- Prepares specialized financial reports;
- Performs computations utilizing specialized and complex financial data;
- Trains others on accounting systems, procedures, and financial information;
- May verify accounts and prepare basic data for input into computerized systems;
- May supervise and review work of Accounting Clerks, Accounting Machine Operators, and other clerical personnel involved in accounting operations;
- Performs other related duties as required.

## **MINIMUM REQUIREMENTS:**

Open to classified City employees who have a total of two years of seniority performing journey-level clerical accounting duties in the classification(s) of Accounting Clerk, Accounting Machine Operator, and/or Clerk Typist; the skills and abilities to work within a computerized financial system, operate alphanumeric keyboard and 10-key by touch, and communicate effectively both orally and in writing; and who meet A, B, or C below:

- A. Education equivalent to an Associate of Arts degree in Accounting or a closely related field, including specific courses in Intermediate and Cost Accounting;
- B. Two years of experience performing complex clerical accounting duties under minimal supervision;
- C. Any combination of the education and experience stated above totaling two years.

## **HISTORY:**

Revision of Classification Specification dated 01/15/85

Approval/Adoption Dates: 06/27/85 - Human Resources Department

12/18/85 - Civil Service Commission